

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post  
Kampala2. Agency  
**STATE**3a. Position Number  
101566

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☒ No If yes, please provide position number:

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority HR/OE/	Motor Pool Supervisor, FSN-1005	FSN-8	HR/OE	Nov 26, 2019
b. Other			AFRC:LCB	4/9/2020
c. Proposed by Initiating Office				

6. Post Title Position (*If different from official title*)

7. Name of Employee

8. Office /Section  
Management Officea. First Subdivision  
General Services Officeb. Second Subdivision  
Motor Poolc. Third Subdivision  
N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

\_\_\_\_\_  
Printed Name of Employee Date (mm-dd-yyyy)Employee Signature  
\_\_\_\_\_

10. This is a complete and accurate description of the duties and responsibilities of this position.

\_\_\_\_\_  
Printed Name of Supervisor Date (mm-dd-yyyy)Supervisor Signature  
\_\_\_\_\_

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

\_\_\_\_\_  
Printed Name of Chief or Agency Head Date (mm-dd-yyyy)

Chief or Agency Head Signature

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

\_\_\_\_\_  
Printed Name of Admin or HR Officer Date (mm-dd-yyyy)

Admin or HR Officer Signature

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
<div> <div>Printed Name of Chief or Agency Head</div> <div>Date (mm-dd-yyyy)</div> </div> <div>Chief or Agency Head Signature</div> <div></div>	<div> <div>Printed Name of Admin or HR Officer</div> <div>Date (mm-dd-yyyy)</div> </div> <div>Admin or HR Officer Signature</div> <div></div>

### 13. Basic Function of Position

Working in the General Services Office (GSO), the Motor Pool Supervisor oversees all the employees in the Motor Pool unit. The Supervisor plans, directs, and monitors the use and maintenance of motor vehicles and the training and assignment of chauffeurs to provide efficient and safe transportation to post personnel and official visitors.

### 14. Major Duties and Responsibilities

#### Fleet Management 40%

- Manages the Motor Pool with a fleet of **120** vehicles worth **\$ 9M**.
- Reviews available online operational data such as the Analytics Fleet Digest in order to compile post reporting such as the vehicle allocation methodology (VAM), vehicle-level data, or target fleet size.
- Supervises 3 Dispatchers, **20** Chauffeurs, 1DriveCam coordinator, Assistant supervisor and head automotive mechanic.
- Oversees the management of official and mission-sponsored trips, ensuring Motor Pool has enough resources to cover all the needs, and Chauffeurs have proper travel orders in place as required.
- Coordinates the shipping and delivery of new vehicles.
- Prepares vehicles for disposal in accordance with the vehicle replacement program requirements.

#### Procurement of Contract Services 20%

- Initiates the procurement of all necessary contracting services such as maintenance and repair services, vehicle rentals, etc.
- Develop the scope of work for all contract services.
- Negotiates best prices and monitors the performance of the service contractors.
- Serves as the Contractor Officer Representative (COR), including monitoring blanket purchase agreements, for automotive related contracts such as taxi, fuel, or vehicle maintenance services.

#### Training 20%

- Provides safe driver training using the Smith System to Motor Pool Chauffeurs as well as incidental drivers.
- Maintains training records and ensures that each operator’s training status complies with the Department of State regulations.

#### Reporting 20%

- Prepares annual inventory reports and motor vehicle surveys, and other periodic reports.
- Tracks all trip tickets, fuel usage, maintenance tickets in the Fleet Management Information System (FMIS).

**\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

### 15. Qualifications Required for Effective Performance

- Education  
Two years of college or university studies is required.
- Prior Work Experience  
Minimum of three years of experience in vehicle fleet management. PLUS at least one year in a supervisory role

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### a. Education

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### c. Post Entry Training

- ~~PA 264~~ Basic Motor Vehicle Management Overseas
- ~~PA 186~~ Contracting Officer's Representative
- ~~PA 519~~ Advance Motor Vehicle Management Overseas
- ~~RP 249~~ Foreign Service National Supervisory Skills
- Smith System Vehicle Instructor Training
- Integrated Logistics Management System Training

### d. Language Proficiency:

English level III (Good working knowledge) Reading/Writing/Speaking is required.

### e. Job Knowledge

- Knowledge of host country motor vehicle practices, traffic laws, vehicle licensing, registration and procedures.
- Knowledge of host country streets, traffic patterns, and commonly visited locations.
- Knowledge of vehicle maintenance and budget planning.

### f. Skills and Abilities

- Must have valid driver's license.
- Must have good organizational, leadership, negotiation, communication and writing skills.
- Good working computer skills to use MS Office (word, excel, PowerPoint, outlook).and motor pool applications.

## 16. Position Element

### a. Supervision Received

Directly supervised by the Assistant General Services Officer.

### b. Supervision Exercised

3 Dispatchers, 20 Chauffeurs, 1 DriveCam coordinator, Assistant supervisor and head automotive mechanic

### c. Available Guidelines

14 FAM 400 Logistics Management; 6 FAM 228; mission policies and SOPs; host country traffic and transportation laws and regulations.

### d. Exercise of Judgment

Must exercise independent judgment in setting work priorities. Incumbent must also develop mission critical recommendations and management alerts on fleet composition and maintenance, staffing, safety, etc.

### e. Authority to Make Commitments

Incumbent is authorized to commit funds up to \$500 for vehicle repairs. As Purchase Card Holder incumbent may be authorized to commit \$3000 per purchase and \$50,000 per month.

### f. Nature, Level, and Purpose of Contacts

Internal: with post employees at all levels on all matters relating Motor Pool services.

External: with contractors used by Motor Pool, airport officials and host government officials on all matters relating to transportation, traffic control, vehicle licensing and registration, accident reports, etc.

### g. Time expected to Reach Full Performance Level

One year

External: with contractors used by Motor Pool, airport officials and host government officials on all matters relating to transportation, traffic control, vehicle licensing and registration, accident reports, etc.

g. Time expected to Reach Full Performance Level  
One year

**DS-298** (*Formerly OF-298*)

**3**

**04-2016**